



## Terms of Reference for a Gender Analysis

### 1. BACKGROUND

The European Commission defines a gender analysis as the study of differences in the conditions, needs, participation rates, access to resources and development, control of assets, decision-making powers, etc. between girls/women and boys/men in their assigned gender roles.

Then, it is important to understand these differences in order to ensure that EU funded actions tackle gender inequalities and discrimination where needed and benefit equally girls, women, boys and men. Gender should not be a barrier to benefitting from international development actions.

*The Evaluation of EU Support to Gender Equality and Women's Empowerment (GEWE) in Partner Countries (April 2015)<sup>1</sup> highlights as one of its conclusions that "the limited use of country-level Gender Equality and Women's Empowerment contextual analysis significantly weakens strategy and programme relevance and undermines the EU's ability to achieve significant GEWE results. This represents a binding constraint to improved performance".*

The 10<sup>th</sup> EDF Decentralised Cooperation Programme (DCP) has been supporting actions related to gender equality and women empowerment. There is a need, however, to understand the gender profile of the Republic of Mauritius for a more targeted intervention and to determine impacts of the actions on gender thereafter.

### 2. DESCRIPTION OF THE ASSIGNMENT

#### 2.1 Objective

The Gender Analysis will provide an understanding whether gender inequalities persist in the Republic of Mauritius and its causes, how it intersects with other inequalities, how it impacts on human rights enjoyment and/or benefits produced by and access to development efforts as well as an understanding of partner governments' commitment and capacity to work on GEWE issues.

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<sup>1</sup> [https://ec.europa.eu/europeaid/sites/devco/files/evaluation-cooperation-ec-gender-1338-summary\\_en.pdf](https://ec.europa.eu/europeaid/sites/devco/files/evaluation-cooperation-ec-gender-1338-summary_en.pdf)

## **2.2 Scope and focus of work**

The Gender Analysis should provide qualitative information, sex-age disaggregated data and analysis on the gender situation in the Republic of Mauritius in order to contribute to the political/policy dialogue and facilitate the development of gender-sensitive country strategies as well as programmes and projects throughout the whole PPCM cycle.

In this sense, to identifying at least one objective to contribute for each thematic priority, the gender analysis should at a minimum meet the following criteria:

- Use key recent statistics on the situation of women and girls, men and boys – which will also provide the baseline for future measurement (including relevant statistics that reflect EUD thematic or concentration areas) and provide an interpretation;
- Key barriers to achieving gender equality (including social norms, legislative, institutional capacity, political will etc.) focusing on those areas that are of interest to the activity of EUD;
- A mapping of actors with mandate and capacity to act for gender equality (NGOs, donors, International Organisations, International Financial Institutions, line ministries, gender equality national machineries, etc.);
- A mapping of knowledge / information gaps (e.g. sex-age disaggregated statistical information);
- Clear assessment of where the EU and other stakeholders can add value for achieving country objectives on gender equality (as part of national development);
- Realistic objectives/ opportunities for policy and political dialogue;
- A number of clear tangible suggestions for the inclusion of gender in the areas of intervention (e.g. sectors of concentration, thematic area).
- The document will be 50 pages at most.

Documents failing to meet these criteria must be reviewed to satisfaction of the EU Delegation to the Republic of Mauritius.

## **2.3 Requested services and outputs**

The final output will be an analytical and operative document based on qualitative and quantitative documentary review and fresh new field research / analysis.

The analysis should contain the following sections:

### 1. Methodological note

The methodology will be explained concisely. All the instruments used such as interview guide, focus group guide, list of documents and institutions/ persons involved in the analysis, agenda of the meetings (if applicable) will be placed in annex.

### 2. Current situation

This concise part will provide an overview on the current country/sector situation from a gender perspective, illustrated as appropriate with references. The analysis will be presented in a format that identifies “strengths and weaknesses”. The analysis will consider the various

inter-related causal factors, and will highlight trends and forces which could contribute to the overall change in existing gender-related relations.

All information must be sought disaggregated by sex as a minimum; other criteria (age groups, vulnerabilities, rural/ urban, etc.) need to be included as well, where available. Where sex disaggregated data do not exist or is outdated (e.g. older than 5 years) this should be pointed out and possibly briefly explained. How to collect up to date information should be explored.

The Consultant should provide an overview and analysis with regard to gender equality, the situation of men and women, girls and boys, and context and group specific problems in the following areas:

- Legal and Human Rights framework (at regional, national or local level)  
Protection and full enjoyment of all human rights by women, girls, men and boys in the country (i.e. inheritance, land tenure, status, marriage, labour laws, violence - especially gender based violence-, traditional vs. civil law, etc.).
- Policy framework  
Formulation and design of national gender equality policies and their effective level of implementation as well as how gender mainstreaming has been incorporated in other sector policies.
- Political setting  
Process of transformation, participation and access to power, representation and participation in provincial and national parliaments, local government, safety and security, etc.
- Overall economic situation  
Economic policies and reforms, public expenditures (i.e. results of Gender Budget), social sector spending, public investment, welfare subsidies, employment and labour in both the formal and informal sector, etc
- Socio-economic situation  
Poverty situation, income distribution, demographic situation, provision and access to services and resources through the whole life cycle (i.e health - including sexual and reproductive health-, education, livelihood systems, disability) etc.
- Socio-cultural context  
Ethnic and tribal groups, family structure (in particular female-headed households), children (in particular girls), youth, migrant labour, food security, housing and urban development, livelihood systems, traditional laws etc. Ethnic/tribal discrepancies of particular importance must be considered.
- Government, civil society (in particular women's organisations), international community and private sector response
- Relevant actions taken and planned by key actors to address the issues previously identified.

For each of the sub-titles above, the Consultant shall provide information and analysis of what is currently being done for promotion of gender equality in the country, the shortcomings and main challenges to be addressed.

### 3. Specific issues and response strategies

In this part, the Consultant must provide proposals to contribute to:

- Select objectives from the GAP II to contribute to via existing programmes
- Adapt programmes to take on these objectives and adequately measure them
- Design / formulate new actions where relevant and possible.
- Identify results for gender equality that will be achieved through the existing programmes
- Ensure adequate monitoring and data tracking
- Identify resources where needed

### **3. METHODOLOGY AND APPROACH**

- The research methodology for the profile will include as a minimum:
  - Compilation of a list of reference documents as extensive and detailed as possible and needed;
  - Desk review of a number of selected documents from the list above, that may provide the information necessary for the core sections of the gender analysis. In this desk review, relevant recommendations and strategies that have not yet been addressed by recent policy (especially if generated by recent studies) may be compiled in a preliminary “Recommendation list”;
  - List of key informants covering a wide range of stakeholders (government, CSOs, academic institutions, private sector, national statistics offices, donors, EU Member States) in capital and/or provinces;
  - Presentation of the gender analysis to the Decentralised Cooperation Programme (DCP), the EU Delegation in Mauritius, the EU Member States, government bodies and relevant stakeholders. The gender analysis is a public document. If any issues are deemed too sensitive for publication these should be separately flagged in an internal minute.
- The study and analysis shall be carried out in a multi-disciplinary manner and cover relevant cross-cutting issues. The consultants will have to work in a collaborative manner and will have to engage country partners in the work.

### **4. REQUIRED OUTPUTS**

The Consultant will present to the DCP a draft report upon completion of the desk review and field work. The draft report will be subjected to comments within 15 working days from the DCP and stakeholders after which the gender profile will be finalised.

## **5. EXPERTS PROFILE**

### **5.1 Number of requested experts per category and number of persons-days per expert**

- One senior expert (team leader) – (30 working days).

The CV of this expert will be submitted along with the technical and financial offer from the Consultant. The profile of the expert is outlined below.

### **5.2 Profile of Team Consultant**

- Senior expert (team leader): Team Leader (30 working days)

#### Qualifications and skills

- Postgraduate university degree or equivalent with relevant work experience in development studies, social development, gender studies or equivalent;
- Strong writing and communication skills;
- Computer literacy (minimum MS Word, Excel).

#### General professional experience

- A minimum of five years' experience in social development and gender analysis;
- Specific experience and expertise on gender analysis, gender mainstreaming and women's participation;
- Extensive experience working on national gender policies in developing countries;
- Experience of working in the Republic of Mauritius is essential, other field experience being desirable;
- Organisational development and capacity building experience;
- Knowledge of international/regional agreements and initiatives on gender (UN, CEDAW, Beijing, etc.);
- Demonstrated experience in managing a team of experts;
- Up-to-date and comprehensive knowledge and experience of EU development, policies, instruments and facilities.

#### Specific professional experience

- Demonstrated experience in programmes related to the following sectors such as education, agriculture, climate change, women empowerment, health, environment among others.
- Computer literacy (minimum MS Word, Excel, MIS).

### **5.3 Working languages**

The expert must be fluent in English and French, both oral and written.

## 6. LOCATION AND DURATION

### 6.1 Location of assignment

The place of the assignment is the Republic of Mauritius.

### 6.2 Starting period

The expected starting period is **19<sup>th</sup> September 2016.**

### 6.3 Foreseen finishing period or duration

The expected end of the assignment is **28<sup>th</sup> October 2016.**

## 7. PLANNING

The assignment will take place in the Republic of Mauritius for a foreseen duration of 30 working days. 3 working days of the senior expert will be dedicated to revising the final report at home base.

In addition, a briefing and a debriefing meeting will be held at the DCP at beginning and end of the mission.

Throughout their work, the expert team is required to remain in close consultation with the DCP and provide regular feedback (at least once a week) on the progress of the mission.

The DCP team and the Gender Focal Point of the EU Delegation to the Republic of Mauritius could be consulted as a source of guidance on the gender analysis process and data sources.

<b>PROPOSED ACTIVITIES TO BE UNDERTAKEN</b>	<b>Team leader</b>
Phase 1 – Preliminary meetings and preparation of Inception Report	4
Phase 2 – Main work as in Inception Report, including preparation of Draft Final Report, and presentation to DCP, EUD and relevant stakeholders	22
Phase 3 - Final report writing at home base	3
Other - Presentation of the gender analysis to the DCP, EUD and relevant stakeholders.	1
<b>TOTAL</b>	<b>30</b>

## 8. REPORTING

### 8.1. Content/submission/comments timing

- Inception Report of maximum **10** pages to be produced after one week from the start of implementation. The report should include the table of content (*see section 2.3*), initial findings, methodology and process of collecting data, any difficulties encountered or expected in addition to the work programme. The Contractor should proceed to the next phase of his/her work unless the Contracting Authority sends comments on the inception report.
- Draft final report of maximum **50** pages (main text, excluding annexes) in the format provided above for the inception report. This report shall be submitted no later than **5 days**. The draft report shall be subjected to comments from DCP, EUD and relevant stakeholders. The report shall contain a sufficiently detailed description of the different options to support an informed decision on the use of the gender profile. The detailed analyses underpinning the recommendations will be presented in annexes to the main report.
- Final report with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 10 days after receipt of comments on the draft final report.

The final report (as well as previous reports) must be of very high quality, including language. The findings, analysis, conclusions and recommendations should be thorough and the link between them should be clear. The recommendations should be concrete and realistic and presented in a logical structure following on their importance and level of details

**Minimum quality standards will be required to proceed to the disbursement.** According to the *EC Evaluation Methods for the European Union's External Assistance<sup>2</sup>*, the quality of the outputs could be evaluated on the basis of the following criteria;

- Meeting needs: Does the gender analysis adequately and clearly address the information and fit the terms of reference?
- Reliable data: Are the primary and secondary data selected adequate and sufficiently reliable?
- Sound analysis: Is the analysis of quantitative and qualitative information appropriately and systematically analysed?
- Useful proposals: Are recommendations fair and sufficiently detailed to be operationally applicable?

### 8.2. Language

All outputs shall be in **English**.

### 8.3. Number of report(s) copies

Draft documents are to be submitted to the DCP by e-mail. The final report (double-sided) will be sent in soft copy and **three** hard copies.

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<sup>2</sup> Available on the site: [http://ec.europa.eu/europeaid/sites/devco/files/evaluation-methods-guidance-vol1\\_en.pdf](http://ec.europa.eu/europeaid/sites/devco/files/evaluation-methods-guidance-vol1_en.pdf)

## **9. ADMINISTRATIVE INFORMATION**

- The offer shall include a draft methodology of maximum 4 pages of how the expert/team leader perceives and plans to carry out the assignment as well as his/her CV.
- The contract will be based on global price.
- Under 'Reimbursable' costs sufficient funds should be foreseen for translations and technical support.
- The DCP is not in a position to provide logistical or secretarial support of any kind to the expert. The consultancy is responsible for ensuring that the expert is sufficiently and properly equipped to be operational as of the first day of the assignment, whether in the country or at home base.
- VAT is NOT eligible and thus recoverable.
- Purchase of equipment is excluded.